



**ODISHA KHADI AND VILLAGE INDUSTRIES BOARD,  
KHARAVELANAGAR, UNIT-III, BHUBANESWAR**  
E-Mail- [odishakhadi@gmail.com](mailto:odishakhadi@gmail.com) FAX-0674-2380759

XL-VI-VEH-01/25 No. 2017 /OK&VIB  
Bhubaneswar, Dated 29th May, 2025

### **QUOTATION CALL NOTICE**

Sealed quotations are invited from interested reputed Travel Agencies / Tour operators / Individuals for providing two Swift Dezire or similar model vehicle and one pool vehicle (Tiago/Bolt/Celeries etc) having sitting capacity not more than five including driver for official use throughout State by the Odisha Khadi & Village Industries Board on monthly rent basis. The service provider shall conform to the terms and conditions as Annexure-"A".

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Bhubaneswar Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 03 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/ passenger vehicle.
5. a) The Driver should be well behaved, gentle and obedient in nature, intoxication in habit and will be performed duty even on Govt. holidays at the time of requirement.  
b) Night halt is mandatory when touring to outside state.
6. A sum of Rs.5,000/-(Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Secretary, Odisha Khadi & Village Industries Board, Bhubaneswar** and submit along with the tender as EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of **17 K.M** per litre.
9. The details of the make and year of manufacture of the vehicle, Registration Certificate No, mileage (km covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the quotation / Tender (Annexure-B).

10. The Quotation paper completed in all respects should reach the undersigned on or before **13.06.2025 by 3.00 P.M.** and shall be opened before a committee comprising of the FA & CAO, Asst. Secretary and OSD on the same day at 04.00 P.M. in presence of the bidders or their authorized representatives.
11. The application form / quotation / tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available in the office of Odisha Khadi & Village Industries Board from 30.05.2025 to 13.06.2025 on working days or can be downloaded from Odisha Khadi & Village Industries Board, Bhubaneswar Website-([www.odishakhadi.in](http://www.odishakhadi.in)) from 31.05.2025 to 13.06.2025.

Memo No. 2018 /dt. 29/05/2025

*S. Mishra*  
Secretary 29/5/25

Copy to the Additional Secretary to Govt., MSME Deptt., Govt. of Odisha, Kharvel Nagar, Bhubaneswar/ Director of Industries, Odisha, Cuttack/ General Manager, DIC, Bhubaneswar / Director of EP & M, Bhubaneswar / State Director, Khadi & V.I. Commission, Udyogpuri, Bhubaneswar for information & necessary action with a request to display call notice in their notice Board for wide Publicity.

*S. Mishra*  
Secretary 29/5/25



**TERMS AND CONDITIONS FOR HIRING OF VEHICLE**

The following terms and condition must be fulfilled by the bidder for providing three number vehicles on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all Pollution Certificate necessary valid M.V. documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc and D.L. of the driver available all the times.
2. The Odisha Khadi & V. I. Board shall not be responsible for any damage / loss caused to hired vehicle or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
5. In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better model shall be provided by the Service provider.
6. In case the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
11. If the service are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms of contract, Odisha Khadi & V. I. Board shall forfeit the entire amount of security deposit.

  
 Seal & Signature of Quotation/  
 Tender Calling Authority with Designation  
 F.A & C.A.O  
 O.K. & VI Board Bhubaneswar

**GENERAL INFORMATION**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name/ address of the Driver	
16	D.L. No. & validity of the D.L. of the Driver	
17	Proposed hire charge of the vehicle per month excluding fuel cost.	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service Provider ( Tender/ Quotationer)	
20	Contact number of Driver	

"Certified that the information submitted above is true to the best of my knowledge and belief".

Seal & Signature of  
Quotationer / Tenderer